

Received  
Planning Division  
01/23/2023



July 13, 2022

Matt Kilmartin  
6220 SW 112<sup>th</sup> Avenue, Suite 100  
Beaverton, OR 97008

Subject: Pre-Application Summary Notes for THPRD Schiffler Park Restroom

Dear Matt Kilmartin,

Thank you for attending the Pre-Application Conference held on June 29, 2022. We are pleased to provide you with the following notes prepared in response to your proposal.

Comments prepared by staff are reflective of the proposal considered at the Pre-App. A copy of your proposal was also sent to other members of staff who did not attend the Pre-App. Please feel free to contact anyone who provided comments. Contact names, telephone number and e-mail addresses are listed herein.

Following every Pre-App, staff understands that there may be changes to the plan or use considered. If these changes effectively re-design the site plan or involve a change to a use not discussed, please be advised that such change could require different land use application(s) than were identified by staff at the Pre-App. It's also possible that different issues or concerns may arise from such change. In these cases, we highly encourage applicants to request a second Pre-App for staff to consider the change and provide revised comments accordingly.

In part, the Pre-App is intended to assist you in preparing plans and materials for staff to determine your application(s) to be "complete" as described in Section 50.25 of the City Development Code. For your application(s) to be deemed complete on the first review, you must provide everything required as identified on the Application Checklist(s) (provided at the Pre-App) in addition to any materials or special studies identified in the summary notes hereto. If you have questions as to the applicability of any item on the checklist(s) or within this summary, please contact me directly.

On behalf of the staff who attended the Pre-App, we thank you for sharing your proposal with us. If we can be of further assistance, please do not hesitate to call.

Sincerely,

Steve Regner  
Senior Planner  
503-319-4427

# PRE-APPLICATION CONFERENCE MEETING SUMMARY NOTES

## Prepared for THPRD Schiffler Park Restroom PA2022-0018, June 29, 2022

The following pre-application notes have been prepared pursuant to Section 50.20 of the Beaverton Development Code. All applicable standards, guidelines and policies from the City Development Code, Comprehensive Plan and Engineering Design Manual and Standard Drawings identified herein are available for review on the City's web site at: [www.beavertonoregon.gov](http://www.beavertonoregon.gov). Copies of the Development Code and Comprehensive Plan are also available for review at the City's Customer Service Kiosk located within the Community Development Department. Copies of these documents are also available for purchase.

The following is intended to identify applicable code sections, requirements and key issues for your proposed development application. Items checked are to be considered relevant to your proposed development.

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**PRE-APPLICATION CONFERENCE DATE:** June 29, 2022

### PROJECT INFORMATION:

Project Name: **THPRD Schiffler Park Restroom**

Project Description: Construction of a permanent restroom in an existing park in a residential zone.

Property/Deed Owner: Tualatin Hills Park and Recreation District  
Matt Kilmartin  
6220 SW 112<sup>th</sup> Avenue, Suite 100  
Beaverton, OR 97008

Site Address: 5495 SW Erickson Ave, Beaverton OR, 97005

Tax Map and Lot: Tax Map: 1S116DC, Tax Lots: 400, 1100, 2202, 5000, 5100  
Zoning: Beaverton RMC [Rezoned June 30, 2022, previously R7]  
Comp Plan Designation: Beaverton NR-LD  
Site Size: 9.84 acres

### APPLICANT INFORMATION:

Applicant's Name: Tualatin Hills Park and Recreation District  
Matt Kilmartin  
6220 SW 112<sup>th</sup> Avenue, Suite 100  
Beaverton, OR 97008

Phone / Email: 503-614-4010 / [mkilmartin@thprd.org](mailto:mkilmartin@thprd.org)

Applicant's Representative: 3J Consulting  
Ashley Doty  
9600 SW Nimbus Avenue, Suite 100  
Beaverton, OR 97008

Phone / Email: 503-946-9365 / [Ashley.doty@3j-consulting.com](mailto:Ashley.doty@3j-consulting.com)

**PREVIOUS LAND USE HISTORY:** Schiffler Parking Expansion, casefiles DR2010-0121, CU2010-0012, TP2010-0005

**SECTION 50.25 (APPLICATION COMPLETENESS):**

The completeness process is governed by Section 50.25 of the Development Code. The applicant is encouraged to contact staff to ask any questions or request clarification of any items found on the application checklists that were provided to the applicant at the time of the pre-application conference. In addition, the applicant should be aware that staff is not obligated to review any material submitted 14 days or later from the time the application has been deemed “complete” that is not accompanied with a continuance to provide staff the necessary time to review the new material.

**APPLICATION FEES:**

Based on the plans/materials provided, the identified application fees (**land use only**) are as follows:

<b>Design Review Compliance Letter or Design Review Three</b>	<b>\$441</b> <b>1.25% of project value; min \$10,000 – max \$27,000 + 5% tech fee</b>
<b>Major Modification of a Conditional Use Permit Parking Determination</b>	<b>\$11,025</b> <b>\$1,050</b>

*\* Projects that require multiple applications that are reviewed concurrently per BDC 50.15.3 shall be charged 100% of the highest application fee, and 75% of the remaining application fees.*

**\*See Key Issues/Considerations herein** for description of applications and associated process.

Fees in effect at the time of application submittal will control. Please contact Current Planning (503-526-2420) or visit our website [www.beavertonoregon.gov/bib](http://www.beavertonoregon.gov/bib) prior to submittal of your application to confirm the current application fee(s).

**SECTION 50.15. CLASSIFICATION OF APPLICATIONS:**

Applications are subject to the procedure (Type) specified by the City Development Code. Per Section 50.15.2 of the Code, when an applicant submits more than one complete application for a given proposal, where each application addresses separate code requirements and the applications are subject to different procedure types, all of the applications are subject to the procedure type which requires the broadest notice and opportunity to participate. For example, a proposal that includes a **Major Modification of a Conditional Use Permit** application is subject to a **Type 3** procedure.

**SECTION 50.30 (NEIGHBORHOOD REVIEW MEETING):**

Based on the information presented at the pre-application, a Neighborhood Review Meeting is required because it appears that the proposal is subject to a Type 3 procedure. Neighborhood Advisory Committee (NAC): **Central Beaverton** Contact: Brian Negley, [briannegley@gmail.com](mailto:briannegley@gmail.com)

Please copy the City’s neighborhood department, Miles Glowacki [mglowacki@beavertonoregon.gov](mailto:mglowacki@beavertonoregon.gov) on communications with the NAC Chairs.

Please note to comply with Governor Brown’s order restricting gatherings and to adhere to social distancing in addressing the COVID-19 crisis, the meeting should be held virtually, until such time as the orders are lifted. Mailing notices should provide a link to the virtual meeting and directions to provide the project team with comments and questions after viewing the virtual meeting. A copy of a sample letter describing a virtual meeting can be provided to you. The city request that the summary of the meeting and sign-in sheet be submitted with the application packet and also sent to: City of Beaverton, Neighborhood Program, P.O. Box 4755, Beaverton, OR 97076 or emailed to: [neighbormail@beavertonoregon.gov](mailto:neighbormail@beavertonoregon.gov)

**CHAPTER 20 (LAND USES):**

Zoning: **RMC Residential Mixed C**

Applicable Code Sections: **20.05.15 – Site Development Standards** and **20.05.20 – Land Uses.**

Minimum land area per dwelling unit: N/A

Minimum Lot Area

- Single Family and Duplex: 5,000 square feet
- Triplex and Quadplex: 5,000 square feet
- Townhouse: 1,500 square feet
- Cottage Cluster: 7,000 square feet

Minimum lot width: 20 feet

Front setback: 10 feet

Garage setback: 18.5 feet

Side setback: 0 or 3 or 5 feet

Rear setback: 15 feet

Max building height: 35 feet

Public Parks: Conditionally Permitted

**CHAPTER 30 (NON-CONFORMING USES):**

Proposal subject to compliance to this chapter?  Yes  No

**CHAPTER 40 (PERMITS & APPLICATIONS):**

Facilities Review Committee review required?  Yes  No

**Please Note:** Applicant’s written response to Section 40.03 (Facilities Review) should address each criterion. If response to criterion is “Not Applicable”, please explain why the criterion is not applicable.

**Applicable Application Type(s):**

	<u>Application Description</u>	<u>Code Reference</u>	<u>Application Type</u>			
1.	<b>Design Review Compliance Letter</b> (Threshold #4)	<b><u>40.20.15.1</u></b>	<input checked="" type="checkbox"/> <b>Type 1</b>	<input type="checkbox"/> Type 2	<input type="checkbox"/> Type 3	<input type="checkbox"/> Type 4

2.	<b>Design Review Three</b> (Threshold #8)	<b><u>40.20.15.3</u></b>	<input type="checkbox"/> Type 1	<input type="checkbox"/> Type 2	<input checked="" type="checkbox"/> <b>Type 3</b>	<input type="checkbox"/> Type 4
3.	<b>Major Modification of a Conditional Use Permit</b> (Threshold #1)	<b><u>40.15.15.4</u></b>	<input type="checkbox"/> Type 1	<input type="checkbox"/> Type 2	<input checked="" type="checkbox"/> <b>Type 3</b>	<input type="checkbox"/> Type 4
4.	<b>Parking Determination</b> (Threshold #1)	<b><u>40.55.15.1</u></b>	<input type="checkbox"/> Type 1	<input checked="" type="checkbox"/> <b>Type 2</b>	<input type="checkbox"/> Type 3	<input type="checkbox"/> Type 4

**Comments:** In order for your application(s) to be deemed complete, a written statement necessary, supported by substantial evidence in response to all applicable approval criteria. Specifically, your application narrative(s) will need to explain how and why the proposed application meets the applicable approval criteria for the land use applications identified above. Approval criteria and development regulations in effect at the time an application is received will control. Approval criteria and development regulations are subject to change.

**CHAPTER 60 (SPECIAL REGULATIONS):**

The following special requirements when checked are applicable to your development. You should consult these special requirements in the preparation of written and plan information for a formal application:

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> <b>Section 60.05 (Design Review Principles Standards and Guidelines)</b> | <input type="checkbox"/> Section 60.07 (Drive-Up Window Facilities)                |
| <input type="checkbox"/> Section 60.10 (Floodplain Regulations)  | <input type="checkbox"/> Section 60.15 (Land Division Standards)                   |
| <input type="checkbox"/> Section 60.20 (Mobile & Manufactured Home Regulations)                              | <input type="checkbox"/> Section 60.25 (Off-Street Loading)                        |
| <input checked="" type="checkbox"/> <b>Section 60.30 (Off-Street Parking)</b>                                | <input type="checkbox"/> Section 60.33 (Park and Recreation Facilities)            |
| <input type="checkbox"/> Section 60.35 (Planned Unit Development)  | <input checked="" type="checkbox"/> <b>Section 60.40 (Sign Regulations)</b>        |
| <input type="checkbox"/> Section 60.45 (Solar Access Protection)   | <input checked="" type="checkbox"/> <b>Section 60.50 (Special Use Regulations)</b> |
| <input checked="" type="checkbox"/> <b>Section 60.55 (Transportation Facilities)</b>                         | <input type="checkbox"/> Section 60.60 (Trees and Vegetation)                      |
| <input checked="" type="checkbox"/> <b>Section 60.65 (Utility Undergrounding)</b>                            | <input type="checkbox"/> Section 60.67 (Significant Natural Resources)             |
| <input type="checkbox"/> Section 60.70 (Wireless Communication)  |  |

**Comments:** For the application(s) to be deemed complete, written analysis will need to identify and explain how the proposal meets all applicable provisions/requirements as checked above.

**OTHER DEPARTMENT/AGENCY CONTACTS:**

Your project may require review by other City departments and outside agencies. Please plan to contact the following staff persons at the City of Beaverton or other agencies when their name is checked. In some

instances, some or all of these staff persons may submit written comments for the pre-application conference. These comments may be discussed at the pre-application conference and will be attached to this summary:

<p>Recommended contact for further information if checked</p> <input checked="" type="checkbox"/>	<p>Clean Water Services (CWS) regulates sanitary sewer, storm and surface water management within Washington County in coordination with the City of Beaverton. CWS also conducts environmental review for proposed development projects that are located in proximity to sensitive areas (generally wetlands, riparian areas and stream corridors). Staff recommends that applicants contact <u>CWS staff as early as possible in order to obtain a Service Provider Letter (SPL)</u>. For many development permits, the SPL is required before the application is determined to be complete (BDC 50.25.1.F) which starts the Beaverton land use review processes. CWS environmental regulations are explained in <u>Chapter 3 of the Design and Construction Standards</u> at: <a href="http://www.cleanwaterservices.org/permits-development/design-construction-standards">www.cleanwaterservices.org/permits-development/design-construction-standards</a></p> <p>If no sensitive areas exist on or within 200 feet of the project site, CWS can also issue a statement indicating no sensitive areas exist which the city will also accept as documentation under Section 50.25.1.F. To start the environmental review process and obtain an SPL, complete the <a href="#">pre-screening site assessment form</a>. For more information about CWS environmental review, you may email <a href="mailto:splreview@cleanwaterservices.org">splreview@cleanwaterservices.org</a> or contact <b>Laurie Bunce</b>, CWS Engineering Technician, at (503) 681-3639.</p>
<input type="checkbox"/>	<p><b>Lawrence Arnbrister</b> Building, City of Beaverton (503) 526-2408 / <a href="mailto:larnbrister@beavertonoregon.gov">larnbrister@beavertonoregon.gov</a></p> <input checked="" type="checkbox"/> Plans reviewed. No private utilities may cross lot lines.
<input type="checkbox"/>	<p><b>Steve Brennen</b>, Operations, City of Beaverton (503) 526-2200 / <a href="mailto:sbrennen@beavertonoregon.gov">sbrennen@beavertonoregon.gov</a></p> <input type="checkbox"/> No written comments provided to date / not expected.
<input checked="" type="checkbox"/>	<p><b>Hunter Jin</b>, Site Development, City of Beaverton (503) 526-2626 / <a href="mailto:hjin@beavertonoregon.gov">hjin@beavertonoregon.gov</a></p> <input checked="" type="checkbox"/> Plan reviewed. Comments attached.
<input type="checkbox"/>	<p><b>Jabra Khasho</b>, Transportation, City of Beaverton (503) 526-2427/ <a href="mailto:kmcquillan@beavertonoregon.gov">kmcquillan@beavertonoregon.gov</a></p> <input checked="" type="checkbox"/> Plan reviewed. Bathrooms must be connected to existing pedestrian connections with hard surface paved path a minimum of 5 feet wide.
<input type="checkbox"/>	<p><b>Elizabeth Cole</b>, Recycling, City of Beaverton (503) 526-2460/ <a href="mailto:ecole@beavertonoregon.gov">ecole@beavertonoregon.gov</a></p> <input checked="" type="checkbox"/> No written comments provided to date / not expected.

**KEY ISSUES/CONSIDERATIONS:**

Staff has identified the following key development issues, or design consideration or procedural issues that you should be aware of as you prepare your formal application for submittal. The identification of these issues or considerations here does not preclude the future identification of other key issues or considerations:

## 1. Land Use Applications.

A **Design Review Compliance Letter** is required for the construction of non habitable buildings under 1,000 square feet. Proposals submitting for a Design Review Compliance Letter must comply with all applicable Design Standards in BDC 60.05.15-30. Staff identified two Design Standards regarding building design that do not appear to be met:

- BDC 60.05.15.1.B – Building Articulation and Variety
- BDC 60.05.15.4.B – Exterior Building Materials

If one more applicable Design Standards cannot be met, a **Design Review Three** application would be required. In this case, the submittal may respond to a mix of Design Standards and Design Guidelines.

A **Major Modification of a Conditional Use Permit** is required for the addition of floor area in an existing Conditional Use. The proposal must demonstrate that it will be reasonably compatible with and have minimal impact on the livability of the surrounding area. The proposal must also comply with applicable Comprehensive Plan policies. Staff has identified the following policies as applicable, but the list is non-exhaustive, and staff recommends the applicant review the Comprehensive Plan to identify all applicable policies.

Goal 3.8.1 Complete and Livable Neighborhoods.

- g) Ensure integration of parks and schools into neighborhoods in locations where safe, convenient connections from adjacent neighborhoods on foot and by bike are or will be available.
- h) Use Crime Prevention through Environmental Design (design that provides opportunities for “eyes on the street” through street-facing windows and doors) to reduce graffiti, vandalism and other property crimes and to promote a feeling of safety for pedestrians.

A **Parking Determination** is required for any development type that is not listed in the Off-Street Parking tables of BDC Section 60.30. Public Parks are not specifically referenced in the Development Code Parking Tables, therefore Parking Determination is required. As no parking additional parking is proposed, the Parking Determination request must demonstrate that the site can function with the currently available parking. The applicant can best demonstrate this with three examples of other public parks of similar size and characteristics, describing how they function with no parking.

2. **Landscape Buffer** A Conditional Use in a residential zone, such as a public park, is required to have a landscape buffer where abutting a residentially zoned property occupied by a residential use. The proposed restroom is not adjacent to a residentially zone property occupied by a residential use. Therefore, additional landscape buffers associated with the proposed restrooms are not required.
3. **Service Provider Letters (SPL)**. The City of Beaverton requires service provider letters from special districts who provide services to the subject site. Service Provider Letters are required prior to your application being deemed complete in the land use process. Staff has identified the following service provider letters as applicable to your proposal:
  - a. **Clean Water Services (CWS)**: All development within the City requires a Clean Water Services SPL for environmental review. Information can be found at Clean Water Services Website <https://www.cleanwaterservices.org/permits-development/step-by-step-process/environmental-review/>
  - b. **Tualatin Valley Fire & Rescue (TVF&R)**: TVF&R requires a Service Provider Permit (SPP) to address fire code issues related to development. The SPP form can be found at the following link: <https://www.tvfr.com/FormCenter/Public-Records-7/Service-provider-permit-for-Washington-C-64>

- c. **Water Service:** All developments require a Water Service Provider Letter to address water service provision. The SPL form can be found attached to these pre-application conference notes and should be submitted to [mailboxengineering@beavertonoregon.gov](mailto:mailboxengineering@beavertonoregon.gov) once completed.
4. **Transportation.** Due to the limited scope of the project, no right of way dedication or right of way improvements are expected to be required. Additionally, a trip generation memo will not be required for this project.
5. **System Development Charges.** The Washington County Transportation Development Tax (TDT) will be due for developments prior to issuance of building permits, in addition to other System Development Charges. The SDC charges are not assessed or evaluated through the land use application review process.

The TDT is based on the estimated traffic generated by each type of development. The TDT is collected prior to the issuance of a building permit; or in cases where no building permit is required (such as for golf courses or parks), prior to final approval of a development application.

To estimate the tax please use Washington County's TDT Self Calculation Form: [www.co.washington.or.us/LUT/Divisions/LongRangePlanning/PlanningPrograms/TransportationPlanning/transportation-development-tax.cfm](http://www.co.washington.or.us/LUT/Divisions/LongRangePlanning/PlanningPrograms/TransportationPlanning/transportation-development-tax.cfm)). For more information please contact Jabra Khasho, City of Beaverton Transportation Engineer, at (503) 526-2221 or [jkhasho@BeavertonOregon.gov](mailto:jkhasho@BeavertonOregon.gov).

For information regarding sanitary sewer, storm sewer, water, park, Metro construction excise, School District construction excise, and other applicable fees please use the Building Division link: <http://www.beavertonoregon.gov/DocumentCenter/Home/View/605> or contact the Building Department at [cddmail@BeavertonOregon.gov](mailto:cddmail@BeavertonOregon.gov).

6. **Electronic Plan Review.** The City of Beaverton offers electronic plan submission for Planning, Site Development, and Building permit review. For more information please visit our Apply for Permits page at <https://www.beavertonoregon.gov/2047/Apply-for-Permits> or contact staff.



**From:** [Hunter Jin](#)  
**To:** [Steven Regner](#)  
**Subject:** RE: THPRD Restroom Pre-App SD Notes  
**Date:** Monday, July 11, 2022 1:24:12 PM  
**Attachments:** [image006.png](#)  
[image007.png](#)  
[image008.png](#)  
[image009.png](#)  
[image010.png](#)  
[image011.png](#)

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Here you go

- COB is the water provider for the Schiffler Park Site. There is a 6" Waterline running along SW Erickson Ave ending just north of 5564 SW Erickson Ave. There is a 12" COB Sanitary Sewer line running along the length of SW Erickson Ave. A COB SPL will be required for connection to the COB Water Line.



- A CWS SPL may be required for ground disturbance. COB will require a completed CWS Pre-Screen Site Assessment to be submitted with the application.

Thanks!

**Hunter Jin, E.I.T.**

Engineering Associate | Site Development  
City of Beaverton | 12725 SW Millikan Way, 4<sup>th</sup> floor  
PO Box 4755 | Beaverton OR 97076  
503-526-2626 f: 503-526-2550 | [www.BeavertonOregon.gov](http://www.BeavertonOregon.gov)



**My work hours are 8 am to 4:30 pm M-F. The best way to reach me is via email. Alternatively, you can reach me at (503) 526-2626. You can also text me at (503) 577-3785.**